

EVERYONE HAS AN  
INNER GENIUS

We can help  
you find yours



UK Quality Assured



AWARDED SILVER IN THE  
2017 TEACHING EXCELLENCE  
FRAMEWORK

Course Validated by

## CIPD

Approved centre

## CIPD Level 3 Certificate in Human Resource Practice

This qualification is ideal for any one wanting to gain the essential knowledge and skills required to move into HR or is working in HR but do not hold a formal qualification.

### COURSE OVERVIEW

The course is a general introduction to HR and people management equipping you with a wide range of practical HR skills.

### MODULES

#### - Developing Yourself as an Effective Human Resources Practitioner

This module is designed to enable the learner to develop a sound understanding of the knowledge, skills and behaviour required of a professional practitioner, whether their role is generalist in nature or specialist.

#### - Understanding Organisations and the Role of HR

This module provides an introduction to the role of human resources within an organisation and the environmental context. By the end of this module the learner will have developed their understanding of how HR activities support an organisation's strategy and assist the achievement of business objectives and how these are shaped by internal and external factors.

#### - Recording, Analysing and Using Information

This module develops the learner's understanding of the important contribution that accurate data can make to human resources. It covers the legal implications of collecting, storing and using personnel data and will enable the learner to record data and information and to interpret, analyse and present information clearly and accurately in an appropriate format in support of decision-making to meet organisation-wide objectives

### LOCATION

#### REDDITCH

RHRP-CT3-1820

#### WORCESTER

WHRP-CT3-1820

### COURSE LENGTH

1 year

### TUITION FEES

£1,265

### ADDITIONAL COSTS

CIPD student membership  
Approx £135.00  
Optional text books  
- approx £38

### AWARD ON SUCCESSFUL COMPLETION

CIPD Certificate in HR Practice and gain Associate membership of the CIPD

### HOW TO APPLY

Please apply through our website at [www.howcollege.ac.uk](http://www.howcollege.ac.uk)

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### - Resourcing Talent

Organisational success depends on having the right skill mix. This module provides an introduction to the resourcing and talent planning process. Studying this module will enable learners to understand the factors that impact on an organisation's resourcing and talent planning activities.

### - Supporting Good Practice in Managing Employment Relations

Managing the employment relationship effectively is a key part of the role of the human resources (HR) practitioner. This module aims to introduce a number of aspects of this task and to provide an introduction to employment law within the context of employee relations.

### - Delivering Learning and Development Activities

This module will provide the knowledge and skills required to deliver planned learning and development (L&D) activities, for example one-to-one, small group and large group sessions.

### ENTRY REQUIREMENTS

There are no entry requirements for this qualification

### DELIVERY INFORMATION

WORCESTER - The course is run weekly on a Tuesday evening 18.00 - 21.00. The course is delivered on a roll-on-roll-off basis with varied enrolment dates.

REDDITCH - The course is run weekly on a Thursday evening 15.00 - 20.45 with September and January enrolments.

In addition you are expected to complete an average of 3 hours independent study per week.

### PROGRESSION

Upon successful completion of this course you will achieve Associate Membership of the CIPD and will be eligible to study the level 5 qualification.

### METHODS OF ASSESSMENT

Each module is assessed by a written assignment and some also have a practical activity.

### STAFF EXPERIENCE

All lectures have occupational experience and are CIPD qualified, in addition to having a recognised teaching qualification.